

Hanover Park and Recreation Department

COUNSELOR IN TRAINING (CIT) PROGRAM

The Counselor in Training program is offered as part of the Hanover Park and Rec summer program. This CIT program is suited for youth ages 14-15 that are transitioning between participant and counselor

The volunteer Counselor-In-Training (CIT) program is designed for those individuals who are interested in learning about leadership and working with children. CIT's assist in the administration of the program and in the execution of Park and Rec logistics such as, drop-off; pick-up and equipment set up and take down. It will offer participants the opportunity to learn the core fundamentals of recreation and to gain experience with these skills at a summer program assisting staff throughout the summer. The CIT works with the Recreation Program Director and Program Coordinators.

Benefits include

- Students learn leadership, counselor skills, and job skills
- Work along side mentor instructors at Hanover Park and Rec Programs
- Receive instruction in teaching sports and recreational activities
- Learn how work as part of a team in a fast paced environment
- Develop communication and problem solving skills
- Receive valuable training and skills for life

Park and Rec - Summer 2006

Session 1 Monday, July 10 - Friday, July 28

Session 2 Monday, August 1 - Friday, August 18

CIT's must be available for at least one full three week session. Priority is given to individuals available for both sessions. CIT's work a full day Monday - Friday from 8:30am - 2:30pm. The program will run rain or shine with the use of Center School for inclement weather. All CIT's are invited to accompany their assigned program to their weekly excursions at no additional charge. However, they will be expected to assist with participant supervision

Program Fee - \$75 per three week commitment.

Fee includes CIT staff shirt and training. Participants will attend mandatory training for three days in June to focus on leadership skills, supervising children, team building, training in babysitting and basic first aid, and other important skills that will aid them in working at the program site.

Application and Selection Procedure.

Applications and reference sheet must be received at the Park and Recreation Department by May 1st. The Hanover Park and Recreation Committee is committed to assembling an energetic, enthusiastic, and dedicated staff who demonstrate the proper maturity and responsibility that will provide a happy, healthy and safe experience for Hanover's youngsters. Previous experience with the Hanover Park and Rec Summer program will be considered highly. Evaluation at the conclusion of the program will benefit future opportunities and employment at the Park and Rec.

**Hanover Park and Recreation Summer Park and Recreation
Counselor in Training Application**

Last Name

First Name

Home Address:

Home Phone

Cell Phone

School

Grade completed (June 2006)

Email Address

Position applying for:

CIT

Session 1 (7/10-7/28) _____

And/Or

Session 2 (7/31-8/18) _____

Please insert preference beside session. 1 for 1st preference, 2 for 2nd preference, NP for No Preference

Activities: (List four activities in order of their importance to you.)

1. _____
2. _____
3. _____
4. _____

Certifications: (List dates of expiration) **CPR** _____ **First Aid** _____ **WSI** _____ **Other** _____

Experience with children or Park and Recreation:

References: List three individuals familiar with your leadership, character and work habits.

Name

Address

Phone

1. _____
2. _____
3. _____

I will be available to work from _____ to _____.

I certify that all statements answered, including available work dates, are true and accurate. If hired, I will commit myself to working the full season to which I am assigned. In fairness to other applicants, should I become unavailable for the summer, I will withdraw this application immediately.

Date

Signature

Return to: Hanover Park and Recreation, 550 Hanover Street, Hanover, MA 02339 Attention CIT Application

T-Shirt Size: **Circle** AS / AM / AL / AXL

Amount Paid _____ Check # _____

**Hanover Park and Recreation
Counselor-In-Training Program
Personal Reference**

Applicant's _____
Last First Middle Initial

Hanover Park and Recreation administers and operates summer recreation and sports programs for children age six to thirteen. The program is staffed by recreation professionals, teachers, coaches, and high school and college students with strong backgrounds in working with children. In addition, limited positions as Counselors-In-Training are available to students age fourteen through fifteen. Counselors-In-Training are expected to assist activity specialists (counselors) in providing instruction to program participants, and to provide administrative and logistical support to program leaders.

The Hanover Park and Recreation greatly appreciates your frank and candid statements concerning this applicant's ability to successfully perform the duties of Counselors-In-Training.

How long have you known the applicant? _____
Months or Years

In what capacity have you known the applicant? _____

Counselors-In-Training are viewed by program participants as role models. Children enjoy interacting both socially and athletically with their Counselors-In-Training. Please assess the applicant's potential in this environment

[OVER]

Please rate the applicant in the following areas as realistically as you can in comparison with other students you have known.

	Unable to Judge	Below Average	Average	Above Average
Energy & Initiative				
Independence				
Originality/ Creativity				
Leadership				
Self-Confidence				
Concern for Others				
Reaction to Criticism				
Reaction to Setbacks				
Sense of Responsibility				
Instructional Skills				
Reliability				
Ability to Work and Relate to Children				
Commitment to a Job or a Task				

Please feel free to make any additional statement concerning the applicant's interest or readiness to work in the Hanover Park and Recreation summer program in the space below.

Name _____

Address _____
Street City State Zip

Signature _____

Date _____

Telephone (_____) _____

Please return this form to the Hanover Park and Recreation.

**Hanover Park and Recreation
550 Hanover Street
Hanover, MA 02339**

Phone: (781) 826-7529

Fax: (781) 826-5950

E-mail: hanoverparkandrec@gmail.com